

How to Assign a Payment Method (Token) to Members of an Organization

1. Firm Administrator logs in to [TurboCourt](#) > Select **Payment Methods** from the User Menu

TURBOCOURT
Relax. We're in Your Court.

User Menu

- Start new filing
- Select jurisdiction
- Messages (12)
- Recent eFilings
- My forms
- My profile
- My organization
- Financial
- Payment methods**
- Check service status
- Address book
- My help requests

Your Last 5 Filings

Form Set #	Case #	Submission Name
87406	S8015CV202100553	ELISABETH PLAINTIFF PLA
87405	S8015CV202100553	ELISABETH PLAINTIFF PLA
87403	S8015CV202100553	ELISABETH PLAINTIFF PLA
87401	S8015CV202100553	ELISABETH PLAINTIFF PLA
87397		Elisabeth Plaintiff vs. Elisabeth

* Click on a Form Set # to view your paperwork

Available in

Superior Court
General Civil
Initiate a case or file into an existing case in the Superior Court.

2. Select **Add/Remove User(s)** associated with the payment method to be authorized

Saved Payment Methods

User Menu

- Start new filing
- Select jurisdiction
- Messages (12)
- Recent eFilings
- My forms
- My profile
- My organization
- Financial
- Payment methods**

Nickname Status **Active**

[Click here](#) to register a new credit card or bank account for Arizona court filings.

NOTE: In some counties, the organization's administrator cannot assign multiple authorized users to one nicknamed payment account. In these counties, each TurboCourt user within an organization must enter payment method information separately (same credit card or bank account is acceptable) in order to e-File.

Payment Account Nickname	Status	Last 4 digits	Expiration	Created By	Authorized User(s)	
Business Visa	Active	0247	12/2036	Elisabeth Attorney	1 user(s)	Add/Remove User(s)
Visa Expires 12/2030	Active	1111	12/2030	Elisabeth Attorney	1 user(s)	Add/Remove User(s)

3. A list of currently authorized users displays > **Select Assign Authorized User(s)**

Payment Account Authorized Users

User Menu

- Start new filing
- Select jurisdiction
- Messages (12)
- Recent eFilings
- My forms
- My profile

Payment Account Nickname Business Visa
Status Active
Assign Authorized User(s)

User Name	Status	Access Level	Authorized By	Date
Elisabeth Attorney	Active	User, Company Administrator, Filing Administrator, Financial Administrator	Elisabeth Attorney	09/14/2021 12:03 PM PDT

Go to Saved Payment Methods

4. A list of the organization's users displays > **Select the box next to the User Name(s) to be authorized**
> **Select Assigned Selected**

Assign Payment Account Authorized Users

User Menu

- Start new filing
- Select jurisdiction
- Messages
- Recent eFilings
- My forms
- My profile
- My organization

Payment Account Nickname Business Visa
Created By Elisabeth Attorney
Last Name **List**

User Name	Access Level
<input checked="" type="checkbox"/> Elisabeth Law Clerk	User

[Check All](#) [Clear All](#)
Assign Selected **Cancel**

5. User Name Appears in the List of Authorized Users

Payment Account Authorized Users

User Menu

- Start new filing
- Select jurisdiction
- Messages
- Recent eFilings
- My forms
- My profile
- My organization

Payment Account Nickname Business Visa
Status Active
Assign Authorized User(s)

User Name	Status	Access Level	Authorized By	Date
Elisabeth Attorney	Active	User, Company Administrator, Filing Administrator, Financial Administrator	Elisabeth Attorney	09/16/2021 10:38 AM PDT
Elisabeth Law Clerk	Active	User	Elisabeth Attorney	09/16/2021 12:27 PM PDT